

For corporate names, enter the highest level of hierarchy and any middle stages of the hierarchy necessary to understand the role of the subdivision. Separate these stages with a period (full stop). Other stages in the hierarchy may be eliminated if they are not essential for distinguishing the function of the group being described. Corporate body names can be very complex to establish. Chapter 23 of AACR2 provides guidance on the varieties of corporate bodies that can be encountered and solutions for establishing authorized forms of names.

Mandatory elements

The NC ECHO application guidelines specify 11 mandatory elements. These are considered essential in the description of any resource and are critical in supporting an interoperable environment. Some of these elements are mandatory only if applicable. For instance, language is required only if a language is represented. For a three-dimensional artifact, language may not be applicable. A chair does not have language information associated with it unless there is text of some sort on the chair. The same would be true for a photograph of an object or a non-textual image.

Mandatory Elements	Recommended/Optional Elements
Title	Contributor
Creator (if available)	Type
Subject	Coverage.Spatial
Description	Coverage.Temporal
Publisher	Relation
Date	Format.Extent (Digital)
Format.Extent (Original)	Format.Medium (Digital and Original)
Identifier	
Language (if applicable)	
Rights	
Source (if applicable)	

Guidelines for the application of each element appear below.

Qualifiers

The basic elements available in the Dublin Core metadata set are intended to cover most of the information needed to give an adequate description of the digital resource. However, there is often a need to be more specific about a resource than is possible using the basic element set. To help remedy this situation, the NC ECHO Dublin Core application is a "qualified" Dublin Core that consists of the elements and also their official qualifiers. These qualifiers are defined as refinements or schemes. Specific refinements and schemes are discussed within the individual element sections of the guidelines.

Refinements

Qualifiers defined as refinements serve to refine or specify the meaning of the content of an element.

Schemes